

S E C R E T

8 July 1964

OFFICE OF FINANCE INSTRUCTION NO. 107

SUBJECT: General - Disbursement Procedures

Specific - Instructions for the Control of Disbursements

1. PURPOSE

This Instruction sets forth certain safeguards to be observed by the Disbursing Officers of the Monetary Division before disbursing funds based upon certified vouchers.

2. PROCEDURES

- a. Compare the signature of the Certifying Officer on each voucher with the signature card on file in any case where the signature is not recognized as being valid.
- b. Verify the paying instructions and the amount to be disbursed with the Certifying Officer involved if a voucher is not presented for payment within two scheduled working days from the date certified.
- c. Obtain concurrence by telephone from the Chief of the Monetary Division or his designee for each voucher for other than travel or imprest fund advances which provides for a cash payment in excess of \$1,000. The Chief of the Monetary Division or his designee will either authorize the cash disbursement upon the basis of such request or contact the appropriate official in the operating component to discuss alternate means of effecting the disbursement, such as by cashier check or bank deposit.
- d. Refer to the Chief of the Monetary Division or his designee any voucher or claim involving unusual amount, purpose, or payment instructions, or involving apparent conflict with Agency regulations.

3. EFFECTIVE DATE

This Instruction is effective immediately.

CONFIDENTIAL

GROUP 1
Excluded from automatic
downgrading and
declassification

S E C R E T

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